

**SENIOR ACCOUNTING OFFICER (SPECIALIST)
SENIOR ACCOUNTING OFFICER (SUPERVISOR)**

**DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO**



State of California
**DEPARTMENT OF
JUSTICE**
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **MAY 5, 2006** – Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no
later than the final filing date. Applications postmarked, personally delivered, faxed or received via
interoffice mail **after** the final filing date **will not** be accepted for any reason.

**WHO SHOULD
APPLY** Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants
must have a permanent civil service appointment with the Department of Justice as of the final filing date
in order to take this examination. Employees who have a limited-term appointment in the department for
which the examination is being given (provided they have had a permanent appointment and no
subsequent break in service) are allowed to participate in departmental promotional examinations in the
new department.

HOW TO APPLY Examination applications (Form STD 678) may be downloaded from the State Personnel Board's
website at www.spb.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR BY E-MAIL.

**SPECIAL TESTING
ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this
examination, please mark the box in question #2 on the "Examination Application". You will be notified
in writing to determine what assistance can be provided.

**QUALIFICATIONS
APPRAISAL
INTERVIEW** It is anticipated that the Oral Interviews will be conducted in **June 2006**.

SALARY

Senior Accounting Officer (Specialist)	\$4111 - \$4997
Senior Accounting Officer (Supervisor)	\$4319 - \$5211

**ELIGIBLE LIST
INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be
abolished **12** months after it is established unless the needs of the service and conditions of the list
warrant a change in this period.

The positions exist with the Department of Justice in Sacramento.

**CROSS-FILING
INFORMATION** If you meet the entrance requirements for both the Senior Accounting Officer (Specialist) and Senior
Accounting Officer (Supervisor) you may file for both examinations on a single application.

CONTINUE TO THE NEXT PAGE

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS**

SENIOR ACCOUNTING OFFICER (SPECIALIST)

Experience in California state service applied toward the "General Experience Pattern" must include at least one year of qualifying experience performing the duties of a class at a level of responsibility not less than that in the promotional pattern. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the California state service performing duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience in a governmental or private setting. For at least one year, this responsibility must have included the reporting and analyses of accounts, records, funds and financial operation of the entity. [Experience in the California State service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Specialist) or Accounting Officer (Supervisor).] **and**

Education:

1. Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment) or
2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting , auditing, cost accounting and business law. **or**
3. Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

The qualification meeting the requirement "Equivalent to graduation from college" is: Satisfaction of the requirements for bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree.

A COPY OF YOUR TRANSCRIPT FROM THE COLLEGE OR INSTITUTE FROM WHICH YOU OBTAINED THE REQUIRED COURSES PERTINENT TO THE EXAMINATION MUST BE PROVIDED. COMPETITORS WHO DO NOT PROVIDE COPIES OF TRANSCRIPTS WILL BE ELIMINATED FROM THE EXAMINATION.

**MINIMUM
QUALIFICATIONS**
continued

SENIOR ACCOUNTING OFFICER (SUPERVISOR)

Experience in California state service applied toward the "General Experience Pattern" must include at least one year of qualifying experience performing the duties of a class at a level of responsibility not less than that in the promotional pattern. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the California state service performing duties of a professional accounting class equivalent in level to Accounting Officer (Specialist) or Accounting Officer (Supervisor).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of small-or medium-sized accounting system. [Experience in the California State service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Specialist) or Accounting Officer (Supervisor).] **and**

EDUCATION: SAME AS SENIOR ACCOUNTING OFFICER (SPECIALIST)

DEFINITION OF TERMS

The words "**performing the duties of....**" Means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class.

THE POSITIONS

SENIOR ACCOUNTING OFFICER (SPECIALIST)

The Senior Accounting Officer (Specialist) is the second journey person level in the series. Incumbents, under general direction of an Accounting Administrator, independently perform the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Assignments at this level may involve responsibilities that impact the entire accounting operation and may be given broad discretion in the solution of problems.

Incumbents may have considerable contact with the Accounting Administrators or the Chief Accounting Officer for the department, departmental management, budget section, State control agencies.

Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level Accounting personnel.

SENIOR ACCOUNTING OFFICER (SUPERVISOR)

The Senior Accounting Officer (Supervisor) is the second supervisory level in the series. Incumbents, under general direction of an Accounting Administrator, are responsible for the coordination and supervision of subordinate professional, technical and clerical Accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either:

1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; **or**
2. Functions as a sectional supervisor in an operational and/or financial setting.

Incumbents are expected to possess a broad Knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their Manager. They have considerable contact with field units, EDP, budget section, auditors, program managers, control agencies, vendors, "clients" of specialized programs administered by the department, local and/or Federal Government.

CONTINUE TO THE NEXT PAGE

**EXAMINATION
INFORMATION**

This Examination will consist of an Oral Interview that will consist of predetermined job related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge, skills, and abilities:

**(BOTH CLASSES)
KNOWLEDGE OF:**

1. Accounting rules and principles applicable to DOJ in order to properly analyze systems and procedures.
2. Governmental accounting and budgeting.
3. How to use information technology to effectively prepare reports, manuals, correspondence, etc.
4. Principles of completed staff work (e.g., definition of problem, identification of alternatives, etc.) to effectively perform assigned duties.
5. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations.
6. Training and communication principles and techniques to effectively disseminate information in individual as well as group settings.

SKILL TO:

1. Orally communicate in a courteous, professional manner with a variety of individuals in order to exchange information and/or assign or accept work.
2. Interpret and analyze information in order to draw valid and supportable conclusions.
3. Apply the relevant rule or procedure to a given set of facts or data.

ABILITY TO:

1. Apply accounting principles and procedures.
2. Analyze data and draw sound conclusions.
3. Establish and maintain cooperative relations with those contacted in the work.
4. Communicate information and ideas in speaking so others will understand.

Supervisor only**KNOWLEDGE OF:**

7. Department of Justice policies and procedures as specified in the Department of Justice Administrative Manual and Administrative and Management Bulletins.

SKILL TO:

4. Orally communicate with individuals that are emotionally distressed (e.g. angry, sad) with tact and diplomacy.
5. Motivate, develop, and direct people as they work to ensure work is completed efficiently and morale is maintained.
6. Negotiation skills to bring others together and try to reconcile differences and/or work related issues.

ABILITY TO:

5. Adapt to changing work demands, priorities, and organizational members.
6. Successfully complete multiple projects simultaneously (i.e., multi-tasks) within the appropriate timeframes while maintaining a high level of work product.
7. Plan, organize, and direct the work of others to ensure the continuity of critical operations.
8. Behave effectively during stressful working conditions (e.g., tight deadlines, work overload) in order to perform job tasks.

CONTINUE TO THE NEXT PAGE

**EXAMINATION
INFORMATION
continued**

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
COMPETITORS WHO DO NOT APPEAR FOR THE ORAL INTERVIEW WILL BE DISQUALIFIED.

Oral Interview – WEIGHTED 100%**VETERANS PREFERENCE**

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice (www.ag.ca.gov), the State Personnel Board (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
 TESTING AND SELECTION UNIT
 P.O. BOX 944255
 SACRAMENTO, CA 94255-2550
 (916) 324-5039